

M e m o r a n d u m

To : _____
Project Manager

Date: _____

File: _____
(Dist – Co – Rte – PM/KP)

(Dist – EA)

(Project Description)

(Prog Code / Elem / Proj Type)

From : **DEPARTMENT OF TRANSPORTATION**
District/Region - Division of Construction

Subject: Request for Additional Funds

Supplemental funds in the amount of \$_____ are requested for the above-referenced project. As previously discussed, following are the details supporting this request:

Financial Status of Contract

	Present Contract Allotments	Estimated Probable Final Expenditures
Contract Items	\$.00	\$.00
Supplemental Work	.00	.00
Contingency Fund	.00	.00
State Furnished Materials & Expense	.00	.00
Previously Approved G-12 Funds	_____.00	_____.00
Totals	\$.00	\$.00
Estimated Deficit		.00
Call (G-12 Funds Request)		<u><u>\$.00</u></u>

Justification for Request

- Why: _____

- What: _____

- Alternatives: _____

If you need additional information, please contact me at _____.

Original Signed By

Construction Engineer

cc: Robert Pieplow, Construction Program Manager (email, only for CTC Vote)

Doug Saathoff, Construction Coordinator (email)

Contract Specialist, Scope/Control of Work (email)

Contract Reviewer (email)

Program Adviser(s)(funding type) (email)

District/Region Construction Division Chief

Area Construction Manager (if applicable)

Resident Engineer

Project Engineer

District/Region Construction Office

____: